Secure User Authentication Guide for Customer Version 1.0

PREPARED BY:



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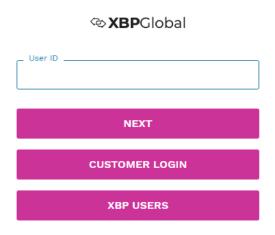
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1. Secure User Authentication Guide for Customers

1.1. Log in to DocDNA page.

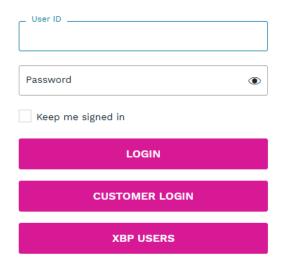
All the non XBP users have to login using their registered email address. If any user's email address is not registered for Secure Authentication, they need to enter their DocDNA user id and click Next button and login. Once they login, they will be redirected to Profile page where they need to give a valid email address and submit. Now the users will get an Authentication email to their registered email address. Once the user authenticates his/her email address, they need to login again and update their password. From next time, they need to login using their registered email id and the new password.

User not having registered email id, enter DocDNA user id and click next



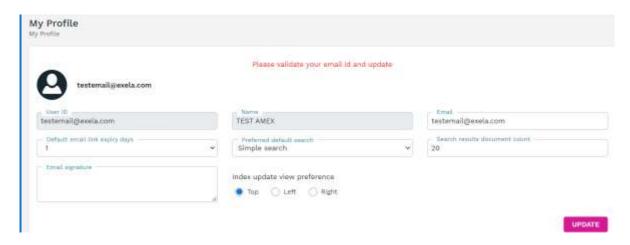
Enter DocDNA User id and password:

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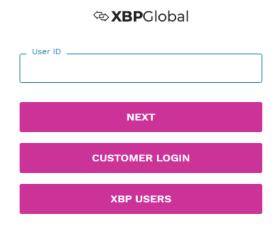
XBP Global Help Desk:

1.2. Update the email and password



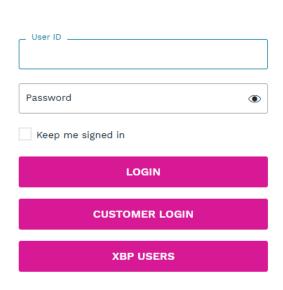
Correct the email address and click Update. User should be receiving an email for authentication. Once user authenticates, he needs to login again and see the below message asking to change the password.

Enter DocDNA user id and click Next.



Enter DocDNA user id and password and click login.

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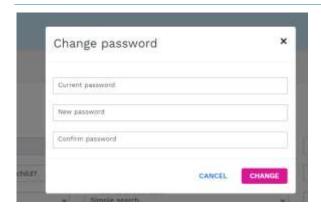


XBP Global Help Desk:

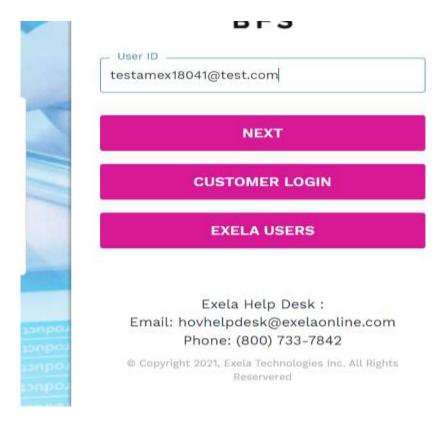
Change the password by clicking **Change Password** link. Password length should be minimum 8 and maximum 12. Password should have at least one upper case, one lower case, one numeric and one special character.



Enter old and new password and click CHANGE.



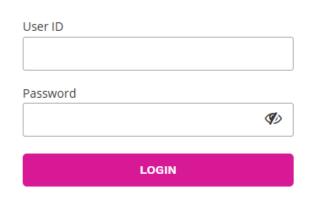
Upon clicking Update, the user is requested to login with their email address and new password from next time. User has to logout and again login. Click either Customer Login button directly or give email address as user id and click Next.



1.3. Login

Enter the email address and password to login.

DOCDNA



XBP Global Help Desk:

1.4. Access the files.

Once logged in successfully, user should be able to see the reports.

EXECUTE: Testamext8041

Reports
Reports